



**Phạm Thị Hạnh**  
Accountant

+84 33 846 9955

hanhpt3kt14@s.hanu.edu.vn

facebook.com/hanh288

Female

Aug 28, 1995

Bac Ninh, Vietnam



## Objective

Take advantages of accounting skills & experience and understanding of tax law to become a professional Accountant and bring a lot value to myself as well as company. From that, I will contribute to development of my career



## Education

### HANOI UNIVERSITY

Oct 2013 - Jun 2018

*Major: Accounting*

Trained with IFRS and VAS

### EXIM TRAIN

Jun 2018 - Aug 2018

*Course: Trading*

Trained about trading process and procedure (Custom Declaration, contract and related documents)

### BAC THANH TRAINING

Oct 2017 - Dec 2017

*Course: Tax & General Accounting*

Trained as a tax accountant as well as general accountant.

Practicing make financial report on real documents.



## Work experience

### BUJEON VIETNAM ELECTRONICS., LTD

Oct 2018 - Sep 2019

*Sales Staff*

Main responsibilities:

- Receiving demand forecast, PO, then making weekly production plan and arrange delivery plan for customers.
- Introducing, consulting products and answering customers' queries via phone and email with customer from India, Indonesia, Korea, China.
- Assisting Sales Leader to control goods in and out Final Warehouse and check result on SAP
- Making related report daily, weekly, monthly (Sales Quantity, Sales Amount, Estimated Sales Amount)
- Arranging export plan and inform trading team, accounting team preparing legal documents (Red Invoice, Custom Form, CO..)

### TDT INDUSTRIAL IMPORT EXPORT TRADING JSC

Jan 2018 - Sep 2018

*Accountant*

- Updating and maintaining VAT output
- Compiling data and preparing a variety of reports (VAT, Insurance, etc..)
- Reconciling records, journals, and ledgers as needed. Check documents and input on system (1A - Accounting software)
- Issue red invoices, bills and bank deposits and in-charge every issue related to bank, insurance.
- Making reports follow general accountant.



## Skills

Language English (CEFR-Level B2)

Computer SAP, Word, Excel, Outlook, PowerPoint